

**Administrative - Internal Use Only**

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8 August 1979  
EEO# 79-227

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM :   
Federal Women's Program Manager  
Office of Equal Employment Opportunity

SUBJECT : Secretarial Career Service

REFERENCE : Memo from Secretarial/Clerical Management  
Advisory Group to DDCI, dated 10 July 1979.  
Subject: Review of Senior Secretarial/  
Clerical Career Panels

1. I have reviewed the paper prepared by the Secretarial/Clerical Management Advisory Group and consider it an excellent compilation of the issues which need to be addressed concerning the Senior Secretarial Career Panels. As a member of the E Career Service Panel I am familiar with the problem areas.

2. One area not addressed is the representation of secretaries or clerical employees on the panels. This practice is used effectively in the Directorate of Operations. Such a representative can provide a valuable insight and perspective not always found in the managerial representatives.

Recommendation: Directorate Secretarial/Clerical Career Panels should include a representative from the secretarial or clerical ranks.

3. I heartily endorse the recommendation (paragraph 9) to study the feasibility of a secretarial/clerical career service. The two major considerations are to provide opportunities for advancement and also to ensure that the senior clerical/secretarial positions are filled with the best talent in the Agency. Such a study could explore the following:

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- a. Should secretaries and clericals be combined in one career service?
  - b. Would separating the two limit secretaries in moving into other fields?
  - c. The possibility of other Agency-wide career services such as registry personnel.
4. Attached is a chart which shows that the chances of reaching a GS-7 or above is far greater in the E Career Service than in other components.



STAT

Attachment:  
As Stated Above

CLERICAL EMPLOYEES<sup>†</sup>

Of the clerical employees on board as of 30 June 1979, the following chart shows the percentage which are GS-7 and above by career service:

	Career Services					Agency Total
	D	E	I	M	R	
GS-7 and above	58.1 %	81.3 %	48.0 %	43.7 %	40.4 %	49.0 %
GS-8 and above	19.8 %	39.6 %	17.4 %	23.2 %	13.2 %	19.9 %
GS-9 and above	9.4 %	24.2 %	9.1 %	13.1 %	4.1 %	10.1 %

Includes staff and contract

Information from OP/SRB